

<h1>横須賀基地空席広報</h1> <h2>VACANCY ANNOUNCEMENT</h2>		広報番号 : Announcement No.	CFAY-00-02-04
		募集締切日: Closing Date	18 May 04
		発行日: Date of Issue	4 May 04
1.職種名 Job title (等級 Grade <u>5</u> / 語学等級 LAD <u>3</u>) Protocol Specialist #283 (儀礼専門職) 受諾可能な下位等級 Acceptable Trainee Level: 1-4 <input checked="" type="checkbox"/> 事務系 <input type="checkbox"/> 技能系 <input type="checkbox"/> 保安系 <input type="checkbox"/> 医療系 Administrative Blue Collar Trade Security Medical		募集人数 No. of Recruitment 1 名	4.募集範囲 Area of Consideration <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance <input type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide <input checked="" type="checkbox"/> 外部 Off Base Applicant
2.部隊 Activity Commander Fleet Activities, Yokosuka Commander's Office (Code 00) 米海軍横須賀基地司令部司令官室 勤務場所 Working Place: 横須賀市 泊町 Tomari-cho, Yokosuka		5.雇用の種類 Type of Employment <input checked="" type="checkbox"/> MLC <input type="checkbox"/> IHA <input type="checkbox"/> HPT <input checked="" type="checkbox"/> 常用 Permanent <input type="checkbox"/> 限定 Limited Term (<u> </u> カ月 Months)	
3.勤務時間 Work Schedule (週 <u>40</u> 時間制 hrww) 勤務日 Work Days: Mon-Fri 勤務時間・休憩 Work Hours/Recess Period: 0800-1645 / 1200-1245 <input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input type="checkbox"/> 出張 Business Travel			
6.職務内容 Duties: Performs following duties under the supervision of Supervisory Protocol Specialist: 1. Assists in receiving appreciation, petitions, protests, etc., from Japanese governmental and private bodies and individual persons by telephone or in writing or in person, regarding matters in the power of COMFLEACT Yokosuka. Translates verbally or in writing such requests or statements for COMFLEACT Yokosuka, with comments necessary. 2. Reads Japan-published English newspapers, and marks articles of interest in red pencil, with comments as necessary, for COMFLEACT Yokosuka's attention and review. Reads Japanese newspapers; translates, in effect, articles related to the interest of COMFLEACT Yokosuka and USFJ. Furnishes such news as obtained from Japanese radio and television, with comments thereon as appropriate. 3. Types letters, reports, memoranda, etc., of the Supervisory Protocol Specialist and other flag officers; submits the typescripts for review and approval; mails the signed correspondence to the addressees as directed. 4. Translates English documents into Japanese as required. 5. Coordinates and maintains the schedule of CO's appointments. 6. Performs other incidental or related duties as assigned.			
7.資格要件/身体条件 Qualification/Physical Requirements a. One year of clerical or administrative work experience equivalent at 1-4 level in the related work. b. Knowledge of administrative procedures to arrange official and non-official functions involving high ranking military officers, Japanese Government officials and other Japanese Nationals. c. Knowledge of Navy Correspondence. d. Skill in operating office automation hardware and software such as Windows NT, Microsoft Office (Word, Excel, Access and Power Point) and Communications. e. Ability to translate Japanese into English and vice versa orally and in writing. f. Ability to speak, read and write English at fluent proficiency level (LAD-3). g. Ability to speak, read and write Japanese at native language level. * An applicant who does not fully meet the qualification requirements stated above may be considered at a lower grade level as below: 1-4: One year of clerical, technical or administrative work experience in any field. If applicant does not have such work experience, completion of 4-years college/university in a related field may qualify him/her at 1-4 level. *A handicapped applicant may be accepted, depending on the degree and kind of disability.			
英語力 English Language Proficiency : <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input type="checkbox"/> 中級 Intermediate <input checked="" type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 Exceptional			
学歴 Educational Background : N/A 免許証/修了証 License/Certificate Required : N/A			

8.提出するもの Application and Associated Documents		職務状況 Working Condition
* <input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement (HROY Form 1) * <input checked="" type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience (HROY Form) *の記入は Complete * in <input type="checkbox"/> 日本語で Japanese <input checked="" type="checkbox"/> 英語で English <input type="checkbox"/> どちらでも Either <input checked="" type="checkbox"/> 英語の能力を証明するもの (写し) Anything to certify English Proficiency (Copy). <input checked="" type="checkbox"/> 80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12 cm x 23.5 cm) 12 cm x 23.5 cm envelope with Applicant's Zip Code, Address, Name and an 80-yen stamp (MPS is not accepted.) ****PDF Forms are available at HRO Web Site. http://hro.cnfj.navy.mil ****		Work Schedule may be changed based on operational requirements.
問い合わせ先 for Job Inquiries	提出先 Office to Submit	事務処理欄 For Official Use
担当部署/担当者名 POC CFAY Resource Management Dept. 米海軍横須賀基地司令部人事管理課 Mr. Sato or Ms. Ishihara ☎NTT 046-816-8148 or 8143 (DSN 243-8148 or 8143)	〒238-0001 神奈川県横須賀市泊町 1 番地, Box 22 1 banchi Tomari-cho, Yokosuka, Box 22 米海軍横須賀基地統合人事部雇用課 (HRO) CNFJ, HRO (Code N132) ☎NTT 046-816-8152 (DSN 243-8152)	PD No.: CFAY-00-002 PD is accurate and current. Certified by Activity: ts3/18 HRO so5/4

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be processed.
 提出された応募書類はお返ししません Submitted applications will not be returned.